

22 May 1952

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Deputy Director/Intelligence

SUBJECT: Approval of OCD T/O

25X9A2

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1. The Director has recently approved a T/O [] for OCD with a ceiling [] placed upon it for the remainder of this calendar year.

2. Submitted herewith for your approval are proposed T/O's for the Office of the Assistant Director and Staffs, CIA Library, Graphics Register, Liaison Division, Machine Division, Special Register and part of the Industrial Register, to which [] new positions have been allocated. The remaining [] positions will be allotted to the Biographic Register and the rest of the Industrial Register. T/O's for these two divisions require further study and will be forwarded at a later date.

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3. New positions are indicated on the attached machine listings by the symbol "CR". Asterisks following certain grades denote current positions which are recommended for reclassification to the grades indicated.

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4. It is requested that the new T/O be approved and returned to this office for appropriate personnel recruitment action as soon as possible. If any of the asterisked positions require further and more detailed consideration by Classification, it is suggested that the approved T/O be returned with the existing grade levels for such positions.

25X1

[]
James M. Andrews
Assistant Director
Collection & Dissemination

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[]
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